

Town of Rowe
Board of Selectmen – Minutes
Wednesday, July 25, 2018 – 6:30 pm
Rowe Town Hall - Hearing Room 1

Call to Order: The meeting was called to order by Chair Morse at 6:30 p.m.

Present: Chair Jennifer Morse, Vice-Chair Dennis May, Member Sokol and Executive Secretary Janice Boudreau

OPEN MEETING

Announcement of recording devices & noteworthy information

MINUTES

Motion to accept Minutes of July 11, 2018: Upon review, a motion was made by Vice-Chair May to accept the Minutes of July 11, 2018 as amended. The motion, seconded by Member Sokol was unanimously accepted. (3/0/0)

Motion to accept the Minutes of July 11, 2018 Pole Hearing: Upon review, a motion was made by Vice-Chair May to accept the Minutes of July 11, 2018 Pole Hearing with a correction. The motion, seconded by Member Sokol was unanimously accepted. (3/0/0)

OLD BUSINESS

1. Municipal Light Plant Update:

- a.) Easements: Easements for the VanItalie parcels were reviewed that were needed for the broadband project on Davenport Road.

Motion to Accept Easements: Chair Morse made a motion to accept the Easements for Shantigar VanItalie 408 0 031 , VanItalie 408 0 35, VanItalie – Shantigar Foundation Inc. 408 0 32, VanItalie- Shantigar 408 0 030
The motion seconded by Member Sokol was unanimously accepted. (3/0/0)

- b.) Construction Procurement Information Requests: Select Board Members reviewed the Construction procurement information requests and Member Sokol agreed to provide the information needed to complete the broadband construction bid package.

- c.) Contract Terms and General Conditions Between the Owner and the Contractor:

Motion to Accept Conditions: Following review, Member Sokol made a motion to accept the Contract Terms and General Conditions Between the Owner and the Contractor. The motion, seconded by Chair Morse was accepted. (3/0/0)

- d.) Invitation to Bid: Select Board Members reviewed the Invitation to Bids #18-XXH Contract Terms and General Conditions Between the Owner and Contractor (Westfield Gas and Electric Rowe MLP Telecommunication Cable Installation in Rowe, MA.

Motion to Accept: Following review, Vice-Chair May made a motion to accept the Invitation to Bids #18-XXH Contract Terms and General Conditions Between the Owner and Contractor (Westfield Gas and Electric) Rowe MLP

Telecommunication Cable Installation in Rowe, MA. The motion, seconded by Member Sokol, was unanimously accepted. (3/0/0)

e.) Bids for Excavation: Bids for the Excavation project on Davenport Road were reviewed.

Motion to Award Bid: Vice-Chair May made a motion to accept the low bid to Danek Excavation for work related to the broadband project on Davenport Rd. The motion, seconded by Member Sokol, was unanimously accepted. (3/0/0)

2. King's Highway Engineering Proposal – Gill Engineering: Select Board Members reviewed the Fee Proposal for Professional Engineering Services provided by Gill Engineering for the King's Highway bridge construction. There was discussion about the potential of having the bridge close for 2 weeks to reduce the cost by \$80,000.00, Chair Morse agreed to call Gill Engineering to discuss design options to save money.
3. Finalize Police Dept. Job Descriptions: Select Board Members reviewed the finalized versions of the Police Dept. job descriptions.

Motion to Accept Police Chief and Police Officers: Vice-Chair May made a motion to accept the job descriptions for the Police Reserve/Part-time Officer and Police Chief. The motion, seconded by Member Sokol, was unanimously accepted. (3/0/0)

NEW BUSINESS

1. Fitness Center Discussion: There was discussion about who can use the Fitness Room during hours that the Town Hall is not open and that several citizens have questioned the policy of employees using the building. The Custodian expressed problems with people asking her to be allowed in the building during off hours when she is trying to do her work. There was discussion about having the building open at 8:00 a.m. to 5:00 p.m. It was agreed there needs to be clarification and some guidelines determined by the Park Commission since it is their purview.

Motion Regarding Town Hall Hours: Following discussion, Member Sokol made a motion to establish and post Town Hall hours open to the public are Monday through Friday 8:00 am to 5:00 pm with the exception of meetings, office hours or special events. The motion, seconded by Vice-Chair May was unanimously accepted. (3/0/0)

Chair Morse agreed to make up a sign and contact the Park Commission about the Select Board decision about the hours.

2. Yankee Road Proposed Survey and Plan: There was discussion about the status of Yankee Road so that it matches the legal status of the road and decide whether to formally discontinue maintenance of the road or open it up for year round usage. Chair Morse said she would set up a meeting with Bob Dean, Franklin Regional Council of Governments

Director of Regional Services, to discuss the matter since they were responsible for county roads.

3. Town Hall & Gazebo Painting – Sheriff's Department: Chair Morse reported the painting for the Town Hall was going to start and commended Highway Superintendent Larned for all the help he provided. It was agreed that Select Board members would check up on how things are going.
4. Employee Evaluation Forms Review Draft: – Tabled until a later date
5. Agreement for Use Fire Training: Chair Morse reported that there was no template in place for demolishing a structure for the purpose of fire training on 17 Middletown Hill Road, cleaning up the mess, indemnification of employees and fill the lot following the training session. Chair Morse will contact Assessors to discuss details as well as Town Counsel.
6. Executive Secretary Updates: Janice Boudreau discussed the Elevator inspection on August 7, 2018 and having Administrative Clerk be available for it.
7. Street Light Information: Executive Secretary provided Select Board with information about Street Lighting and ways to reduce the costs. It was agreed to review the information and speak with the Finance Committee to see if
8. Member Sokol Response: Member Sokol commended the employees that were present when a citizen questioned the cutting of a tree by the company working on the behalf of National Grid. He was impressed that everyone involved responded with care and attention.
9. Mail form Department of Housing & Community Development: Mail regarding 'Housing Choice Small Town Capital Grant Program' was reviewed. Member Sokol responded that the growth limitation bylaw would prevent participation in the program.
10. Select Board Meeting Date Change: Due to a scheduling conflict it was agreed to change the Select Board Meeting date from Wednesday, August 22, 2018 to Tuesday, August 21st.
11. Walt Quist Email re: Mohawk Woodlands Partnership: Walt Quist informed the Board about an upcoming Mohawk Woodlands Partnership meeting. Vice-Chair May said he would be interested in attending the meeting.
12. Speed Limit Signs: There was discussion about having proper speed limit signage. It was agreed it needs to be looked into.

Warrants: FY19 W03 Payroll FY19 W02

Adjournment: Seeing no further business, Chair Morse made a motion to adjourn the Meeting at 9:10 p.m. The motion, seconded Vice-Chair May, was accepted. (3/0/0)

Janice Boudreau

Executive Secretary

Approval Date: August 21, 2018

Approved:

Jennifer Morse
Jennifer Morse, Chair

Dennis May
Dennis May, Vice-Chair

Chuck Sokol
Chuck Sokol, Select Board Member

Documents:

- Agenda 07-25-18
- VanItalie Easements
- Police Job Descriptions- Police Chief, Police Reserve Officer/Part-time
- Draft Select Board Meeting Minutes 07-10-18, 07-11-18 Pole Hearing, 07-11-18
- Yankee Road Plans – Lamson Engineering
- Gill Engineering – Kings Hwy Bridge Final Design

Mail:

- Dept. of Housing & Community Development
- Walt Quist email re: Mohawk Woodlands Partnership